

## **Equal Opportunity and Diversity Inclusion Advisory Committee**

June 9, 2006

### **Meeting Minutes Approved (July 14, 2006)**

#### Call to Order

Ms. Gina Nelson, Chair

Meeting called to order 10.06 a.m.

#### **Roll Call/Attendance**

<b>Member</b>	<b>Att.</b>	<b>Abs.</b>	<b>Member</b>	<b>Att.</b>	<b>Abs.</b>	<b>Member</b>	<b>Att.</b>	<b>Abs.</b>
Beall, Margaret		1 <sup>st</sup>	Martinez, Laura	X		Shackleton, Cindy	X	
Berry, Janice	X		McCoy, Ken	X		Walker, Sherita		2 <sup>nd</sup>
Craig, Audrey	X		Meaton, Jeff	X		Vacant		
Frens, Gregory	X		Mersha-Scarlett, Hirut	X		Vacant		
Edwards, Brenda	X		Nelson, Georgina	X		Vacant		
Edwards, Clyde	X		Pasheek, Geraldine	X		Vacant		
Hawkins, Shantelle	X		Perry, Crystal		2 <sup>nd</sup>	Vacant		
Jones, Sharon	X		Rashid, Mian	X				
LeMaire, Alfred	X		Root, Theresa	X				

#### Chair Report.

Welcome two new members to the committee!! Alfred LeMaire, Region 1 & 2. Ken McCoy, Kent County. Al is the regional accountant for regions 1 & 2; Ken is an AP worker in Kent.

Director Udow will be coming to meet with the committee at 1.30 p.m. Please have your questions and/or topics you want to discuss with her ready.

#### Housekeeping

Jan Berry will be taking photos next meeting of Cindy, Ken and Al.

We will continue to do break outs in the morning for sub-committees, as the committee thought the meeting was much more productive and were able to accomplish much more work on action items with the revised meeting format.

For the good of the order; we will continue with each member informing the committee of the whole on what they are doing professionally and personal on the diversity front. It is a positive

way to end the meeting, and to share how each person can and does make a difference for diversity inclusion in the Department and our communities.

#### Approval of the Agenda:

Motion by Sharon, Second by Mian. Passed Unanimously.

#### Approval of the Minutes for May 2006.

Motion by Geraldine, Second by Cindy. Passed Unanimously

#### Communications:

We want to add a poster to the line up of promotion items for the committee.

Communication Plan to be finished up and present to the entire committee in July or August.

Power-point to be finished in July or August.

30 Second commercial finalized. Start learning them and using them.

#### Awards:

2 Groups working on the awards

Packet of information on the 2002 awards requested and to be reviewed.

Information on awards should be an e-mail blast not just a link

Want everyone to feel included.

DHS-Net quarterly on info survey

1 award per Region/Wayne

1 statewide award

DHS Director to office to present award to staff not just the manager at the statewide meeting

Article in the FYI

#### Old Business

The communication sub-committee recommended that the minute's roll call be changed to have a grid format and check boxes for attendance. This change is to be reflected in the draft minutes for June that will be reviewed by the entire committee on July 14<sup>th</sup>.

Motion by Brenda, Second by Jan. Passed Unanimously.

#### New Business

Meeting with Director Udow.

The committee welcomed Director Udow, and expressed how much they appreciate the Executive Office support for the committee. Director Udow expressed her appreciation for the amount of good work the committee does for improving diversity inclusion in the department.

The committee shared the communications components that we have been working on. The new poster idea that the OIG suggestion inspired. The 30 second commercials that we developed, as great talking points and a consistent message from the members. Also discussed was the awards program that we are reinstituting.

Clyde also had proto type diversity inclusion T-shirt, with a new diversity logo, printed on it. The communications sub-committee like the logo a lot and would like to work it in to our poster, brochure, slide show, and web-site. Director Udow also liked the T-shirt very much. We will work on seeing if we could use these T-shirts in future fund raising efforts and to help promote the great work the diversity inclusion committee does.

Director Udow touched on good press vs. bad press regarding the work we do on a daily basis. She always tries to get the record set straight within the parameters of information that can and can not be released.

Director Udow believes strongly in racial equality and encourages training and cultural sensitivity efforts being undertaken by DHS.

### Staff Reports

#### Janene McIntyre

Not present.

#### Dr. Mary Hall-Thaim.

Dr. Mary gave an overview on Conflict resolution. It is a pilot program to help build positive working relationships by using voluntary dispute resolution processes. It is a joint effort by DHS and most unions (not UAW).

Pilot sites currently being considered are:

ATS, Arbor Heights, Ingham, OIG, Maxey, and a district in Wayne.

Crucial Conversations – ones that don't fit into formal complaint settings.

Training will be provided to the committee and at the Leadership Academy.

Reasonable Accommodations. There will be a new policy out in two weeks.

Ergonomic requests.

Revised form

Form easier to understand

OHR, disability community, outstate, UAW, and EOIDAC all had input

1312 alert to change

Audrey is the EOIDAC rep. on the committee. Audrey informed the committee that it will streamline the process and it is MUCH better for the employee

Better tracking and layers reduced from 4 to 2.

Budget issues.

The office that orders it pays for it out of CSS&M

Field Administration does have some money for these requests

EEO helps when the item is over \$1,000.00

4428 doesn't have to be certified.

Separation from State service DHS keeps and can reassign

Transfers to another unit Item can transfer with person

Retire DHS keeps and can reassign

On-lines manuals are being changed so that when a policy is changed or updated a notice or 'flag' can alter employees and management to the changes. More details to follow.

James Newsom.

None.

Pending calendar:

July Committee (??)

August Award System

Power point presentation

Prepare for September training

September Training

December Presentations completed

Good of the Order & Welfare.

Everyone in the group took turns updating the entire committee regarding the work they are doing in their offices and communities regarding diversity inclusion. It was great to hear many heart felt stories on diversity work being done on a daily basis all over the state!

Movie "Crash" was watched

Working with hearing impaired  
Speech impaired  
Jack and Jill mother  
Black cowboys - rite of passage  
Quarterly reports on committee work to management staff  
Leadership Academy involvement and discussion on diversity inclusion  
Art from the youth  
Critical conversation on diversity inclusion  
Immigration and recent round-ups  
Dr. John speaker in Jackson  
Bulletin board at work on diversity inclusion

What a great amount of efforts from the 17 members in attendance and the efforts within and outside of DHS to move forward in diversity inclusion. Keep up the great work and hard efforts. Thank you!

Motion to Adjourn: Made by Brenda, seconded by Sharon. Passed Unanimously.

**Next committee meeting is set for July 14, 2006. 10 a.m. sharp, and the meeting will go until 4 p.m. Be prepared to hit the ground running it will be a full day plus. The meeting will be held in 1A.**

#### **FOLLOW-UP ITEMS:**

Greg. Rework power-point and try to have presentation in July. Deadline is by August meeting.

Margaret. 30 Second commercial / talking points. By June

Clyde. Tri-folds by July